

Book                    Poplar Springs Baptist Church Policy Manual

Section                3000 Personnel Policies

Title                    Bereavement Leave

Number                3200

Authority              Article V Section 1 of the Church By-Laws  
Personnel Committee Handbook

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1. All full time staff members are entitled to twenty-four (24) hours of bereavement leave for a death in the immediate family.
2. All part time staff members are entitled to twelve (12) hours of bereavement leave for a death in the immediate family.
3. Immediate family, for the purpose of bereavement leave, is defined as:
  - A. spouse
  - B. child or step-child
  - C. parent or spouse's parent
  - D. step-parent or spouse step-parent
  - E. grandparent or grandparent of spouse
  - F. step-grandparent or step grandparent of spouse
  - G. sister or brother
  - H. step sister or step brother
  - I. sister-in-law or brother-in-law
  - J. daughter-in-law or son-in-law